**应 聘 登 记 表**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **快速决策信息** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 应聘岗位 |  | | | 姓名 | | |  | | | 性别 | | |  | | 年龄 | | | |  | | | 学历 | | |  | |
| 户口性质 | 农村□ 非农□ | | | 籍贯 | | |  | | | 外语 | | | 英语□日语□韩语□粤语□，其他： | | | | | | | | | | | | | |
| 目前住址 |  | | | | | | | | | | | | 预估交通时间 | | | | | | | 小时 | | | | | | |
| 求职动机（多选） | 工资福利□ 路程远近□ 学习机会□ 企业实力□ 晋升机会□ 办公氛围□ 上班时间□  上级能力□ 办公装修□ 管理规范□ 老板魅力□ 挑战性□ 岗位抬头□ 工作内容□ | | | | | | | | | | | | | | | | | | | | | | | | | |
| 累计工作 | 年 | | 职业状态 | | | | 在职□ 待业□ 兼职□ | | | | | | | 最快到岗时间 | | | | | | |  | | | | | |
| 婚姻状态 | 已婚□ 订婚□ 单身□ | | | | | | 生育状态 | | | 未孕□ 怀孕□ 已生育□ | | | | | | | | 竞业限制协议 | | | | | | 签过□未签□ | | |
| 目前职位 |  | | | | | | 目前收入 | | | 万元/年 | | | | 期望收入 | | | | 元/月＋ /年 | | | | | | | | |
| 福利要求 |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **个人形象** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 身高 | CM | | 体重 | | | | KG | | | 眼镜 | | | 戴□ 不戴□ | | | | | 头发长度 | | | | 长发□ 短发□ | | | | |
| **联系方式** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 手机 |  | | | | | | QQ或微信 | | |  | | | 电子邮箱 | | | | |  | | | | | | | | |
| **教育培训经历** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止日期 | | | 学校或培训机构 | | | | | | | | 专业或学习内容 | | | | | | | | | | | 获得证书 | | | | |
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| **自我评价** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 价值观 |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 优势特长 |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工作经验（本页可根据需要打印多份）** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 起止时间 | |  | | | | 公司名称 | | |  | | | | | | | | 性质 | | | | 私营□ 国企□ 外企□ | | | | | |
| 公司地址 | |  | | | | | | | | | | | | | | | 人数 | | | |  | | | | | |
| 所在部门 | |  | | | | 部门人数 | | | 人 | | | 任职岗位 | | | | |  | | | | | | 下属 | | | 人 |
| 基本工资 | |  | | | | 其他收入 | | |  | | | | | | | | | | | | | | | | | |
| 工作简述（你主要做什么工作，尽量详细描述工作内容，避免写岗位职责）  工作业绩（建议详细描述）  离职原因  你对这家单位的评价（请详细描述） | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **证明人（选填）** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | |  | | | 职位 | | |  | | | | | | | | 联系方式 | | | | |  | | | | | |
| **笔试题（必填）** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1、请谈谈您对前任主管、总经理/学校、导师的评价 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2、请列举对您影响最大的一个人，请说明理由 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3、你5年后的职业目标是什么，准备如何实现 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4、如果你被录用，计划如何开展工作 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5、你对本次面试有何感想或建议，你认为什么地方可以做得更好 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 我保证所填写的每一项内容真实，如有欺瞒并被录用，所签订的劳动合同无效 2. 我保证到贵公司正式工作时，已与原工作单位解除劳动合同关系，并不将原工作单位的任何商业机密带到贵公司。如与原工作单位因劳动合同或商业机密问题出现法律纠纷，我愿意自己承担一切责任。     应聘者签名：  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | |